



***HURLBURT FIELD
RIFLE & PISTOL CLUB
STANDARD OPERATING
PROCEDURES
(SOP)
MAR 2004***

TABLE OF CONTENTS

TAB 1: General Information

Physical description of facilities	Pag
e 1	

TAB 2: Hurlburt Field Rifle & Pistol Club Standard Operation Procedures

Routine operating procedures & responsibilities	
Page 5	
1. General responsibilities	
Page 5	
2. References	Page 5
3. Authorized personnel	
Page 5	
4. Firearms/ammunition allowed	
Page 6	
5. Prohibited firearms/ammunition	
Page 6	
6. Mandatory limitations of range use	
Page 6	
a. Safety and training prerequisites	
Page 6	
b. Membership cards	Page 6
c. Guest sponsorship procedures	
Page 6-7	
d. Scheduled club sponsored events	
Page 7	
1. Organized event criteria	Page 8
2. Conduct of organized events	
Page 8	
e. Abuse of range privileges	Page 8
7. Range operations	Page 8
a. Daily operations	Page
8-9	
b. Facilities inspection	
Page 9	
c. Placing ranges in operation	Page 9
1. Raising the master warning flag	
Page 9	
2. Range usage log/guest roster	
Page 9	
3. Airspace/impact area de-confliction	
Page 9-10	
4. Range closure for mission activity	Page 10

10	d. Monthly operations	Page
	1. Use of range masters	
	Page 10	
	2. Range maintenance and use of “self help” labor	
	Page 10	
	8. Authorized targets, shooting positions, and specific range restrictions	
	Page 10-11	
10	a. Authorized targets	Page
10	b. Prohibited targets	Page
	c. Authorized shooting positions	Page 10
	d. Firearms allowed on pistol range	
	Page 11	
	e. Firearms allowed on rifle range	
	Page 11	
	f. Use of brass deflectors	
	Page 11	
	f. Shooter/target/bullet trap alignment	
	Page 11	
11	9. Live fire operations	Page
	a. Personnel/animals/equipment found in impact area	
	Page 11	
	b. Adverse weather procedures	
	Page 11	
	c. Club member responsibilities on firing line	
	Page 11-12	
	d. Range commands	Page
12		
	10. General Safety and conduct	
	Page 13	
	a. Ear and eye protection	
	Page 13	
	b. Definition of the firing line	Page 13
	c. Definition of the ready line	Page
13		
	d. Horseplay prohibition	
	Page 13	
	e. Handling of firearms while personnel down range prohibition	Page 13
	f. Smoking prohibition	Page 13
	g. Use of holsters	
	Page 13	
	h. Climbing/mining of berms or bullet traps	Page 13
	i. Range use by minors	Page 13
	j. Disposal of “dud” ammunition	Page 13

	k. Reporting accidents/thefts	Page 13
	l. First Aid kits	Page 13
11.	Security	Page 14
	a. Transportation of firearms	Page 14
	b. Intermediate stops while transporting firearms	Page 14
12.	Leaving/closing range complex	Page 14
	a. Expenditure tracking	Page 14
	b. Post firing range-cleaning	Page 14
	c. Securing range flags	Page 14
13.	General information	Page 14
	a. Parking restrictions	Page 14
	b. Handicapped access to ranges	Page 14
	c. Maximum capacity limitations	Page 14
	d. Alcohol/drug prohibition	Page 14
	e. Deviations to SOP for Club Sponsored Events	Page 14-
	15	
15	f. Club House access	Page
15	g. Target house access	Page
	h. Cleaning firearms on range complex	
Page 15		
	i. Special Programs	Page
15		

TAB 2: HFR&PC BYLAWS

TAB 3: Civil Engineering Operating Plan

TAB 4: Exhibits:

- a. Daily inspection log
- b. Range Buddy Responsibilities checklist
- c. HFR&PC feedback sheet
- d. Sample Guest Pass
- e. HFR&PC Special Event Request form

General Information

Role of the 16th Services Squadron: The 16th Services Squadron's Outdoor Recreation Division manages and maintains two recreational firearms ranges on Hurlburt Field. These ranges, known as the Hurlburt Field Rifle and Pistol Club Ranges are located adjacent to Red Horse Road, near the Military Combat Arms Training and Maintenance (CATM) ranges belonging to the 16 Security Forces Squadron.

Role of the Hurlburt Field Rifle & Pistol Club: The HFR&PC ranges and facilities are utilized by a specific group of authorized personnel known collectively as the Hurlburt Field Rifle & Pistol Club (HFR&PC). Daily operations and maintenance of HFR&PC facilities are the combined responsibility of 16 SVS employees and HFR&PC volunteers.

Funding of the HFR&PC: The HFR&PC is required be a self sustaining operation, therefore sufficient membership and funds generating activities are essential for continued daily operations. The HFR&PC membership provides all funding needed for operations and maintenance through the management of the 16 SVS Outdoor Recreation Division. Annual membership fees, special event fees, and daily guests fees are levied and standardized to enable 16 SVS the ability to collect funds for operations and maintenance. In general, each bullet entering the bullet traps places a financial burden on regular HFR&PC members during range clean up and maintenance and all users of the ranges must share the financial burden. Volunteer labor from regular members and revenue collected from annual regular membership fees are the mainstay of HFR&PC funding whereas fees collected from guest passes, classes, competitions, or special events augment maintenance and upgrade of the facilities

Limiting Factors: The HFR&PC ranges are surrounded by protected wetlands therefore; both ranges utilize Caswell Gran-Trap™ bullet traps to prevent escape of lead into the environment. The pistol range consists of 10 firing points and the rifle range 14 firing points. Maximum firing distance capable on the pistol range is 40 yards, and maximum firing distance on the rifle range is 200 yards. To ensure continued operations, it is essential that ALL bullets be fired into the traps. The Rifle and Pistol Club ranges are built on top of completed sanitary landfills.

Safety Fans: Firing headings of both ranges is predominantly north to ensure full daylight operations without visual impairment by Sun position. To ensure safe simultaneous operations of ranges, nominal firing headings are separated by approximately 30 degrees. Note the firing direction of the rifle range is approximately 350 (North) and the firing direction of the Pistol Range is approximately 320 (NW). The pistol range and rifle range utilize bullet traps, but ricochet/safety fans also include common impact areas with CATM and the USAF Special Operations School. These ricochet/safety fans extend from firing lines up to 13,000 feet downrange and within 30 degrees on either side of the nominal firing heading.

HURLBURT FIELD RIFLE & PISTOL CLUB

STANDARD OPERATING PROCEDURES (SOP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY FOR ALL MEMBERS AND
GUESTS

This Standard Operating Procedure (SOP) implements AFD 34-1, Air Force Services Combat Support Programs by providing guidance for the operation of the Hurlburt Rifle and Pistol Club. Operational procedures, safety, base, and member responsibilities are listed in this SOP. These procedures apply to all personnel participating in any activity occurring on the HFR&PC range complex.

1. Responsibilities: All Hurlburt Field Rifle & Pistol Club (HFR&PC) members are responsible for ensuring compliance with this SOP. HFR&PC officers will perform periodic spot inspections of the HFR&PC Complex to ensure compliance with this SOP. Club members are responsible for instructing their guests of the contents of this SOP. Violation(s) of this SOP or unsafe firearm handling may result in loss of range privileges, and/or appropriate administrative actions under the provisions of the UCMJ or Federal Law. The HFR&PC Constitution and By-Laws shall be observed as an addendum to this instruction.

2. References:

- a. AFI 36-2226, *Combat Arms Program*, 26 Feb, 2003
- b. AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 Aug 1998
- c. AFM 91-201, *Explosive Safety Standards*, 18 Oct 2001
- d. AF 34-121, *Other Recreational Membership Clubs Program*, 19 Jul, 1994
- e. AFM 31-101, *Security*
- f. HFI 91-203, *Thunderstorm and Lighting Response*, 15 Jun, 2001
- g. HFI 13-201, *Airfield Operations*, 1 July 2003
- h. Eglin Test Directive No. 9994T F32
- i. Florida Statutes sec. 790.001 et seq. and chapter 784.05

3. Authorized personnel (in order of precedence):

- a. Active duty military members and their dependents (including activated National Guard or Reserve personnel and other Federal Employees).
- b. Retired military members and their dependents.
- c. Active or retired Civil Service personnel and their dependents.
- d. Contractor personnel authorized unrestricted access to Hurlburt Field.

4. Firearms/ammunition allowed

The following firearms/ammunition are allowed on the Hurlburt Field Rifle & Pistol Club Range complex.

- a. Black Powder rifles, pistols and revolvers
- b. Rim fire rifles, pistols and revolvers.
- c. Center fire rifles, pistols, and revolvers
- d. Shotguns (only if firing single slug).
- e. Pellet rifles, pistols, or revolvers or “BB” guns (non-firearms).
- f. Any type of jacketed or lead “ball” type ammunition and air gun pellets/”BB”s.

5. Prohibited firearms/ammunition

The following firearms/ammunition are prohibited on the HFR&PC range complex.

- a. Shotguns firing any type of shot or multiple projectiles.
- b. Paint Ball guns of any type
- c. Fully automatic firearms of any type (unless fired in the semi-automatic mode only).
- d. Any semi-automatic firearm equipped with “Hellfire” or similar trigger devices that pre-empt factory designed safety features to permit rapid firing.
- e. Any firearm capable of exceeding the maximum parabolic trajectory and downrange footprint of 7.62mm x 51 NATO ball ammunition (13,000 feet).
- g. Incendiary, tracer, armor piercing, or explosive ammunition of any type.

6. Specific limitations.

a. **Safety and training prerequisites:** All regular club members must complete initial/annual range operations and safety training prior to utilizing range facilities. Range operations and safety training will be conducted by initial/annual open book written examination. All members must achieve a score of 100% upon completion of the examination while using this SOP as reference material.

b. **Membership Cards:** After range operations and safety training is complete, all club members will be issued a membership card signed by 16 SVS personnel or a member of the Board of Directors (BoD). Membership cards are proof of training completion and must be in club members’ possession at all times while using HFR&PC ranges. Membership cards must be visible to other members while on HFR&PC ranges and must be either placed at the members shooting station or worn on the outer clothing in a badge holder or similar device. Regular members will not be allowed to use HFR&PC ranges if they do not have a current membership card their possession.

c. **Guest sponsorship procedures:** Regular members are allowed privileged access to range facilities in accordance with this SOP however, personnel who are not regular members of HFR&PC are not privileged and can only access facilities as paid guests (regardless of their status or eligibility to join the club). Eligible personnel are encouraged to join the club prior to using facilities however, if they choose not to join, they must be sponsored and accompanied by a valid member and purchase a daily “Guest Pass” prior to “shared use” of HFR&PC facilities.

1. Regular members sponsoring a guest are responsible for their guest’s conduct and compliance with all safety and operations rules outlined in this SOP. In addition, all guests must sign a “hold harmless” statement with 16 SVS prior to participating in any live fire on HFR&PC ranges.

2. Guests CAN NOT fire unsupervised and will NOT occupy any firing point/lane at any time unless the firing point/lane is under the direct control of a valid regular club member. Only one guest per regular member is permitted on the firing line at any time
3. **Regular members are not allowed to fire simultaneously with their guests.** Guests MUST fire on the firing point/lane only as a “stand in” for a regular member and may not occupy any firing point/lane other than a single firing point occupied by their sponsor.
4. Regular members must not leave guests unattended at any time.
5. If more than one guest accompanies a member, each guest requires an individual “day pass”, but only one can occupy the firing line at any given time.
6. Day passes can be purchased at the 16 SVS Outdoor Recreation building seven days a week during normal operating hours. Guest passes may also be purchased at the HFR&PC Club House every Saturday morning between the hours of 0800-1200. Each “day pass” is valid for only one day without exception.
7. Sponsoring regular members must ensure their guests display guest passes at all times while on the range complex.
8. Prior to departing HFR&PC facilities, sponsoring members must ensure the day pass is placed in the “drop box” marked “DAY PASSES” located at either range.
9. Compliance with these procedures is mandatory. Regular members discovered allowing unpaid guests to fire on HFR&PC ranges will lose their club privileges.
10. All regular members are authorized conditional family memberships at no added charge. Regular members may sponsor their dependent spouse or minor children without need for a paid guest pass, but must follow the same supervisory guidelines as if they were paid guests. Dependents will display a “supervised dependent” badge on their outer clothing while using HFR&PC ranges. Dependent badges are available at general meetings or from any BoD member upon request.
11. If a dependent spouse wishes to fire simultaneously with their sponsor, both must be valid regular members.
12. Dependent minor children will not fire unsupervised at any time on HFR&PC ranges. Regular members coaching dependents or shooters under 18 years of

age may occupy more than one shooting lane to prevent excessive handling of firearms/equipment when performing demonstration-performance instruction. The sponsoring regular member and their dependent or shooter less than 18 years of age will not shoot simultaneously, and the sponsor must actively supervise all live fire. Dependents or shooters under 18 years of age will not occupy a firing lane other than their sponsors if it results in denied access to a regular member

13. The BoD reserves the ability to restrict guest passes, classes, or competitions if they unduly restrict range access to regular members.

d. **Scheduled club sponsored events:** Every Saturday morning is reserved for club-sponsored events, but these events will be conducted on one range only. The second range will always be available for general club member use. These events include escorted public access to competitions, classes, or other special events. All club-sponsored events will be posted on the club's master bulletin board (adjacent to the master range warning flag) at least two weeks prior to the event. Personnel participating in HFR&PC sponsored competitions or classes may include guests however, their sponsor may fire simultaneously during the class/competition as long as a non-shooting range safety observer/range master controls the entire firing line. Sponsors of organized competitions open to the public will ensure a pre-determined range usage fee is paid to 16 SVS within five business days after the competition/class is complete. All guests participating in club-sponsored events need not wear guest passes, but must remain in under direct supervision of event organizers at all times.

1. **Organized event criteria.** Any valid club member may conduct an organized event or training class. To do so, the HFR&PC staff and 16 SVS must approve competitions/classes at least two weeks prior to the planned event date. The event must be entered on the club master calendar at least one week prior to the event. The club master calendar is located on master bulletin board near the master range flag. To be eligible, organized events must serve the primary purpose of supporting the general membership of the HFR&PC. Events such as competitions/classes that deny access to regular members for a period of time must monetarily compensate HFR&PC for services provided, denied range access, and range/bullet trap maintenance. Events that do not benefit/serve general club membership will not be allowed.

2. **Conduct of organized events.** Participants of HFR&PC sponsored classes or competitions must be pre-briefed on range operations and safety procedures prior to any live fire. All civilian guests must meet eligibility requirements for entry to Hurlburt Field and must be sponsored and escorted by a current HFR&PC member. During specific Force Protection Conditions (FPCON) civilian guests may not be allowed access to Hurlburt Field, therefore, members wishing to sponsor competitions open to the general public should contact 16SFS during their pre-planning process. All events/classes must have at least one current regular member present to process guest base access passes and supervise all classes or competitions held on HFR&PC ranges.

e. **Abuse of facilities or privileges:** If a club member witnesses anyone using club facilities without displaying a valid membership/guest card, they must challenge the individual and request immediate compliance with this SOP. Club members challenging any individual should do politely and those challenged should reply in kind. Individuals discovered firing on the range(s) without a Membership Card or guest card, are considered armed trespassers on a Federal Installation and must be reported to 16 SOW Security Forces immediately.

7. Range operations

a. **Daily Operations:** The HFR&PC Complex can be opened for shooting from dawn to dusk seven days a week however, the BoD reserves the right to enforce safety standards by the use of Range Safety Officers (RSO) if deemed necessary. The HFR&PC Complex will be closed and a sign will be posted on both ranges if scheduled activity is ongoing within the impact area or if cloud or fog conditions prevent visual clearance of the impact area, bullet traps, or aircraft traffic pattern. Daily inspections are performed by and RSO or the first club member arriving at the range regardless of time of day. To determine if you are the first to arrive, check the clipboard located on each range for a date and name of the HFR&PC member performing the inspection. If no name is present, member(s) must inspect the range before live fire operations can begin. Inspections need only be performed on the range members intend to use.

1. Daily Operations: Specific range inspection steps are listed on the clipboards located on both ranges. Unsatisfactory inspection results or damage to club facilities will be immediately brought to the attention of the Range Operations Officer. Inspection procedures follow:

a. Ensure the range is cold and post at least one person on the firing line to ensure the range remains cold when you are down range or behind the bullet traps. Proceed to the backside of the bullet traps to check the sliding doors on the rear bottom of the bullet traps. Visually ensure the doors are completely closed. Do not attempt to open the doors since the bullet trap will begin to empty if any door is opened. If granulated rubber is witnessed piling under the trap, locate the source and close door(s) as necessary and notify the Range Operations Officer or other member of the BoD's.

b. Visually inspect the metal framework of the bullet trap for loose or missing components.

c. Visually inspect the facing of the bullet trap for damage, loose or missing components.

d. Visually inspect the roof and support timbers for damage, loose or missing components.

e. Visually inspect the rubber granules in the bullet trap for a smooth ramping surface - no depressions that expose the rubber sheeting or steel backing material. Note: Rubber granules settling to the bottom of the trap and mounding up is not cause for an unsatisfactory report. As the granules settle to the bottom of the trap, additional granules are automatically fed from a hopper at the top of the bullet trap to replenish the settled rubber. If metal backing panels are visible directly under the deflector panels, the hopper is empty and must be replenished before firing can begin. In this event, notify the Range Operations Chairman immediately.

f. Visually inspect the shooting range, benches, tables, target stands, and facilities for damage or signs of vandalism.

g. After completion of the inspection complete the checklist indicating your name and the date of the inspection. Enter any discrepancies found on the daily inspection checklist. To avoid duplicate entries, check the permanent discrepancy checklist. The range may now be placed in operation if all other prerequisites have been met.

2. Placing ranges in operation: To place the range (s) in operation, at least two people possessing valid drivers licenses must be present as well as at least one operational vehicle. Personnel present not possessing a valid drivers license do not qualify since driving may be needed in the event of an emergency where notification and/or transportation to medical facilities is required. The two person minimum rule can be applied if one shooter is on the pistol range and one is on the rifle range as long as the two shooters are regular members who agree to monitor each other periodically. If one shooter decides to leave, the other shooter must be notified and must cease firing until a different person meeting the criteria of this instruction arrives.

a. Raise the Master Range Warning Flag in front of the Club House as well as the range flag located adjacent to the range you will be using (Range "A" or "B"). All flags are contained in metal boxes attached to flag poles just outside their respective ranges.

b. Usage log/guest roster: Prior to live fire operations, all shooters must first sign in on the bullet trap usage log found adjacent to the range they intend to use. Regular members must also sign in their guest(s) on the guest roster prior to any live fire. Regular members must indicate the firing lane they (and their guest) intend to use. Regular club members can use only one firing lane at a time and must ensure the lane they wish to use is actually open prior to signing in. Guests WILL NOT occupy a firing lane other than the one they "share" under their sponsor's constant supervision.

3. Airspace/impact area de-confliction: In Accordance With (IAW) HFI 13-201, Airfield Operations, all Hurlburt small arms ranges are considered "hot" from dawn to dusk daily, therefore, HFR&PC members no longer need to call the control tower prior to firing. ATC has established a danger area extending 700 feet from the surface as well as a wedge shaped area 1.5 nautical miles wide to the boundary or 2915A/B. To further increase safety margins, HFR&PC members witnessing any aircraft entering the airspace within 30 degrees right or left of range centerline and above 700 feet Above Ground Level (AGL) will cease-fire until the aircraft has passed. Members must also maintain surveillance of the phones located on each range in the event Air Traffic Control (ATC) needs to close the range for unexpected air traffic transiting through the impact area. If the phone rings on either range, all shooters must cease-fire immediately, answer the phone, and follow instructions given.

4. Range closure for mission activity: If at any time mission activity results in range closure, a sign indicating "RANGE CLOSED FOR MISSION ACTIVITY" must be posted in the center of the entryway of both ranges. Additionally, a red or orange barrier made of chain, rope, or wood must block access to both ranges for the duration of mission activity in the impact area. The individual posting the sign must write the specific day and time the range will be closed on the daily inspection log to keep arriving club members advised of current status. If a shooter arrives, discovers the range is closed and the date/time posted has elapsed, they must first contact the **16 SVS Outdoor Recreation Manager at 884-6939** to ensure current range status before placing any range in a "HOT" condition.

5. Monthly operations: Monthly maintenance will be performed "self-help" utilizing club member's volunteer labor. Monthly maintenance will be performed on

the **first Saturday of every month from 1300-1600 hours**. The Range Operations Officer will complete and maintain a roster of volunteers at the end of each maintenance day for the purpose of verification of participation. **All club members must participate in at least one maintenance day per year or they will be assessed an additional \$37.50 fee during annual renewal (\$75 total). Range Safety Officers who perform routine RSO duties within their annual membership period are exempt from maintenance duties but may participate if they wish.**

8. Authorized targets, shooting positions and specific range restrictions.

a. **Authorized targets:** The following targets are authorized for use on HFR&PC Ranges;

1. Any commercially available or “home made” paper, plastic or cardboard target.
2. Military “E” silhouette or law enforcement silhouettes.
3. Commercially available or “home made” animal silhouettes made of paper, plastic or cardboard.

b. **Prohibited targets:** The following targets are prohibited on HFR&PC ranges.

1. Glass targets of any type
2. Clay pigeons or any target that breaks up causing debris
3. Metal targets of any type
4. Soft drink cans, or any type of refuse
5. Any target deemed inappropriate for military or sporting use or offensive in nature. Examples include photographs or drawings of political figures, or placing names of actual people on any target. If any club member questions any target in use, they should advise the offending individual and report their concerns along with the name of the individual to the executive committee for a ruling.

c. **Authorized Shooting positions:** Personnel may use any safe shooting position while using HFR&PC facilities. Standing, sitting, kneeling or prone are typical positions however, supine prone (lying on back and placing the muzzle against the lower leg) shooters must ensure they keep their firearm muzzle as close as possible to the RED firing line without allowing their feet to go over the line.

d. **Shooting Benches:** Firing from club provided or privately owned benches on either range is permitted.

e. **Firearms allowed on the Short Distance Precision Range (Range A):** Pistol shooting has priority on the short distance precision range however; any rifle or shotgun permitted by this instruction can be fired also. A bench is provided on firing position one for initial sighting in of scoped rifles to ensure a high degree of confidence of bullet impact in the bullet trap.

f. **Firearms allowed on the Long Distance Precision Range (Range B):** Rifles, scoped or iron sighted shotguns (firing single slug only), scoped or iron sighted silhouette pistols, and scoped pistols/ revolvers are allowed on the long distance precision range.

g. **Use of “brass” deflectors:** Shooters are encouraged to use “brass” deflectors or catchers to prevent impacting fellow shooters adjacent to their positions.

h. **Shooter/target /bullet trap alignment:** Personnel must live fire from established firing lines with approved targets placed on club provided target stands. Club members must furnish their own targets. Before firing begins, shooters must ensure proper alignment with the center of the bullet traps and pay particular attention to position their targets at the proper height to prevent firing over the top of the bullet traps or impacting the wooden portions of the bullet traps. All target and shooting positions are numbered correspondingly on both ranges.

Shooters will ensure they are firing on the same number target and bullet trap position as indicated on their firing position/lane. There are ten shooting lanes on Range A and

fourteen lanes on Range B. Regular members (or their guests) must only fire on one lane at a time...cross firing from one target position to another is not allowed.

9. Live fire operations

a. Shooters must visually clear the impact area and bullet trap for personnel, animals, and/or equipment before handling firearms. Cease firing immediately if animals or other obstacles are seen downrange.

b. **Adverse weather procedures:** If the base warning system (Giant Voice) is activated indicating impending weather hazards, lightning, or FPCON conditions. If a **“Thunderstorms within 10NM observed advisory “ or “lighting Warning “Lightning Watch”** is reported, shooters must take precautionary steps to prepare for a **“Lightning Warning”**. Shooters may resume normal activities during this time, but must be prepared to terminate activities immediately if a **“Lightning Warning”** is announced. In the event of a **“Lightning Warning”** shooters must cease-fire, clear all firearms, and evacuate the ranges immediately. Shooters must also seek shelter in either a building or vehicle until the **“Lightning Warning”** is lifted.

c. **Club member responsibilities on firing line:** If more than one shooter is present on either the pistol or rifle range, the shooter on the right assumes the responsibility of calling range commands however, anyone on the range complex can call a “cease fire” at any time. RSOs will normally occupy the right side shooter position if they wish to fire while on duty. All personnel must treat all firearms as if they were loaded at all times.

1. Firearms will be cased/uncased only forward of the yellow “ready line” and only when the impact area is clear. Personnel will NOT handle ANY firearms when ANYONE is down range.
2. Uncased firearms are not allowed aft of the yellow “ready line” unless they void of all ammunition, the actions are open, open bolt indicator is installed, safeties are engaged (if applicable), and detachable magazines are removed.
3. All personnel must keep firearm muzzles pointed down range at all times when forward of the yellow “ready line”.
4. Members will not point any firearm at anything they don’t intend to shoot and must maintain lateral and elevation muzzle limits within the confines of their established firing lane/bullet trap position.
5. Firearms will not be pointed, aimed, dry fired, etc., in the parking lot, in the club house, or anywhere other than on the range forward of the yellow “ready” line with the muzzle pointed at the bullet trap after the range is declared hot.

d. **RANGE COMMANDS:** Range commands listed below are the normal commands for conducting routine live fire operations. Additional commands may be used when they do not violate safety rules or cause safety hazards.

1. (Call to the line) **“CLEAR THE RANGE” (all shooters will visually clear the impact area)**
2. (Call to ready) **“SHOOTERS MAY MOVE FORWARD (of the yellow “ready line”) AND HANDLE FIREARMS”**
3. (Call to fire) **“THE LINE IS HOT”**
4. (Call to cease fire) **“CEASE FIRE...MAKE THE LINE SAFE.... CLEAR AND GROUND ALL FIREARMS”.**

All firearms must be grounded, trained down range, visible to others (not encased or covered) with the:

a. **Safety selector: ENGAGED** (if applicable).

b. **Detachable magazines: REMOVED**

c. **Fixed or tubular magazine: EMPTY**

d. **Chamber, EMPTY/CLEAR**

e. **Actions/cylinders: OPEN** (actions that do not lock open by factory design, must be blocked in the open or out of battery position).

f. Black powder firearms: **DISCHARGED/EMPTY**

5. **“Open Bolt Indicators Installed”**

Shooters must visually “buddy check” fellow shooters on both sides of their position to ensure all firearms are safe, clear, and have open bolt indicators installed prior to calling the line COLD. After all firearms are checked, all shooters verify clear status with the shooter on the right who will issue the following command.

6. (Safety call) **“THE LINE IS COLD”**

7. (Command permitting personnel forward of the Red “firing line”): **“SHOOTERS ARE CLEARED DOWN RANGE”**

9.2.5. It is advisable to keep one person on the firing line to ensure safety and security as others proceed down range.

10. General Safety and conduct

a. **Ear and eye protection:** Hearing protection will be worn at all times when the range is HOT. Eye protection with side or temple protection is strongly recommended. Use of eye protection may be mandated by procedures of specific classes or competitions.

b. **Firing line:** All personnel must remain behind the RED firing line when the range is HOT.

c. **Ready line:** All personnel must remain behind the YELLOW ready line whenever personnel are down range. All non-firing personnel must stay behind the YELLOW ready line at all times when the firing line is HOT unless acting a coach or safety observer.

d. **Horseplay prohibited:** Horseplay is prohibited while on the range or handling firearms.

e. **Handling of firearms while personnel down range prohibited:** No one will handle any firearms, for any reason, whenever personnel are down range. All personnel will remain behind the yellow “ready” line whenever anyone is down range.

f. **Smoking prohibition:** Smoking or use of smokeless tobacco within 50 feet of the firing line is prohibited.

g. **Use of holsters:** Drawing and firing of any pistol/revolver from a holster may ONLY be done on the pistol range forward of the yellow “ready line” and only after the firing line is declared HOT.

1. Use or wear of any holster that holds the firearm facing the rear (or towards other shooters) is prohibited at all times when on the HFR&PC complex. This includes cross draw & shoulder holsters.
2. Conventional hip or leg style holsters that orient the firearm muzzle in position pointed downward can be worn while on the HFR&PC complex however, can not contain a firearm unless the shooter is forward of the yellow “ready line” while the line is declared HOT. Before the firing line is declared cold, all holstered firearms must be removed from the holster and grounded with the action open, magazine removed/cylinder open and safety engaged (if applicable). Empty holsters may be worn anywhere on the range complex.

h. **Climbing/mining of berms or bullet traps:** Climbing on the berms or bullet traps is prohibited except for maintenance purposes. Mining (collecting) lead from bullet traps is

strictly prohibited and may only be performed by qualified personnel during maintenance procedures.

i. **Range use by minors:** Minors under 18 years of age may fire on the HFR&PC ranges but must be supervised by a parent on a one-to-one basis to ensure safe operations. During organized events (i.e. Boy Scouts, etc.) an RSO, NRA Instructor or other trainer may supervise minors however, a one-to-one student/instructor ratio is still required.

j. **Disposal of “Dud” ammunition:** may be placed in the marked red cans located on each range. Club staff officers will ensure proper disposal of “dud” ammunition on a weekly basis.

k. **Reporting accidents/thefts:** Accidents/thefts: Immediately report all property losses/damages or personal injury to 16th Security Police, Hurlburt Law Office (Claims Officer) (884-7821), the Hurlburt Field Safety Office (884-5243), and HFR&PC Safety Officer.

l. **First Aid kits:** A first aid kit is available on both ranges in the event of an emergency. If anyone breaks the seal on either first aid kit, for any reason, they must submit a report to the 16 SOW Safety Office.

11. SECURITY

a. **Transportation of firearms:** Firearms and ammunition may be transported off base in accordance with (IAW) current Florida Statutes sec. 790.001 et seq. and chapter 784.05. and on base IAW Federal Law and HFI 31-101. HFRPC members holding valid Florida Concealed Weapons permits must be aware their permits are not valid on the Federal Government property of Hurlburt Field. If traveling from off base to Hurlburt Field without a Florida Concealed Carry Permit, persons traveling by private conveyance must ensure their firearms are securely encased and not in their manual possession. “Securely encased” is defined as encased in a glove compartment, whether or not locked; in a snapped holster; in a gun case, whether or not locked; in a zippered gun case; or in a closed box or container which requires a lid or cover to be opened for access. In all cases, even if an individual possesses a valid Florida Concealed Carry Permit, firearms must be SAFE, CLEAR, UNLOADED, and securely encased as described above prior to entry onto Hurlburt Field

b. **Intermediate stops while transporting firearms:** While transporting firearms and ammunition on Hurlburt Field, personnel should not leave firearms or ammunition unattended at any time. If an intermediate stop is needed (i.e. clinic in the event of an emergency) at least one person should remain with the firearms and transporting vehicle at all times. Firearms will not be uncased or removed from a transporting vehicle unless on the range complex, Security Forces Armory, or quarters if a resident of Base housing. Firearms are not permitted in the Base Dormitories. HFR&PC members may transport small quantities of small arms ammunition on Hurlburt field. Ammunition will not be transported in the passenger compartment of a vehicle.

12. Leaving/closing the range complex

a. **Expenditure tracking:** Upon completion of firing, shooters must ensure they enter the number of rounds fired and caliber on the expenditure tracking clipboards located individually on each range. These numbers are used to determine maintenance intervals of the bullet traps.

b. **Post firing range cleaning:** Before leaving the HFR&PC Complex, all shooters must pick up their spent brass and remove targets from target stands. Shooters wishing to dispose of used targets should discard them in the trashcans on each range or the dumpster located adjacent to the CATM ranges. Do not leave used target material at the range or on target stands.

c. **Securing range flags:** The last member leaving the HFR&PC Complex is responsible for lowering and securing the range flags.

13. General information

a. **Parking restrictions:** Park vehicles in designated parking areas a minimum of 50 feet from the firing line to allow access of emergency vehicle/personnel (if needed).

b. **Handicapped access to ranges:** Handicapped members may park vehicles less than 50 feet of the firing line to enable better access to ranges, but must not block access routes for emergency vehicles. Wheel chair access ramps are provided on both ranges.

c. **Maximum capacity limitations:** During periods of maximum usage, individual time on the firing line should be limited to 60 minutes, thereby allowing everyone a chance to shoot.

d. **Alcohol/drug prohibition:** Alcoholic beverages and persons under the influence of drugs and/or alcohol are not permitted on the range complex or parking lots.

e. **Deviations to this SOP for Club sponsored Events:** Any club sponsored match, event, or class requiring deviation from this OI must submit a written request and supporting rationale for the exception to the HFRPC Executive Committee. The Executive Committee will submit the request to the Base Safety Office for consideration. Permanent changes in the SOP will be presented on the Club's Master Bulletin Board and added to the SOP during the next annual review.

f. **Club House Access:** The Club House will be open every Saturday morning from 0800 to 1200. New member sign up and annual re-newel is accomplished from 0800 to 1000 hrs. An experienced club member or "Range Buddy" will be present every Saturday to perform a demonstration range "walk through" for new members. The Club House will also be open whenever 16 SVS personnel, and RSO, or a "Range Buddy" is present and will be accessible by all club members via a keyless coded lock at any time of their choosing. For safety and operational reasons, members/spouses accompanying infants are also allowed full Club House access at all times. Children under the age of 10 are not allowed on HFRP&C range firing lines and must not be left unattended at any time. Subscriptions to current wholesale gun catalogs will be maintained in the Club House to allow members the privilege of locating and ordering wholesale firearms with commercial firearms dealers who offer Federal Firearms License services to club members. Since infants and minor children are presumed to be occupying the Club House at any time, **firearms and ammunition are NOT allowed in the Club House at any time.**

g. **Target house access:** The "target house" buildings contain maintenance supplies and replacements target frames. These buildings will normally be secured and accessible only by maintenance personnel or program chairs. The buildings store targets for club sponsored classes or competitions.

h. **Cleaning of firearms on range complex:** Firearms may be cleaned while on the firing line AFTER ensuring the firearm is safe and clear as outlined in this instruction. Members must not block firing line access to other shooters while cleaning firearms. When complete, members must remove all cleaning material including soiled patches, brushes and rags. These items are considered HAZMAT and will not be discarded anywhere on Hurlburt Field.

14. Special Programs

a. **Range Buddies and Range Safety Officers (RSO):** Range Buddies are volunteers selected from regular membership to assist elderly, handicapped, or individual fellow club members use HFR&PC ranges. Range Buddies also ensure compliance of this SOP and protect the facilities and benefits of all club members. Range Safety Officers must possess the highest degrees of competence, discipline, and positive personal interaction skills to qualify. All personnel wishing to perform RSO duties must be approved, trained, and indoctrinated by the Advisory Committee. RSOs and Range Buddies may be available to escort TDY military guests or others who pay daily range fees, if given at least 24 hours advance notice. A list of qualified RSOs and Range Buddies (and contact instructions) will be posted on the master bulletin board and maintained by the BoD.

b. NRA approved classes and competitions including Basic Pistol classes and High Power rifle competitions will be conducted on an “as required” basis.

William B. Walter
Chairman, HFR&PC

James Daugherty
Manager, Outdoor Recreation, 16 SVS